

# U.S. Department of Agriculture

## *Student Employment Program*



**Applicant Guide**  
**USDA**

USDA – DM - Revised on 4/5/2012

USDA is an equal opportunity provider and employer.

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# USDA Mission Areas and Administrative Offices

## Mission Areas

### Natural Resources and Environment

- Forest Service (FS)
- Natural Resources Conservation Service (NRCS)

### Farm and Foreign Agricultural Services

- Farm Service Agency (FSA)
- Foreign Agricultural Service (FAS)
- Risk Management Agency (RMA)

### Rural Development

- Rural Development (RD)

### Food, Nutrition and Consumer Services

- Center for Nutrition Policy and Promotion (CNPP)
- Food and Nutrition Service (FNS)

### Marketing and Regulatory Programs

- Agricultural Marketing Service (AMS)
- Animal and Plant Health Inspection Service (APHIS)
- Grain Inspection, Packers, and Stockyards Administration (GIPSA)

### Food Safety

- Food Safety and Inspection Service (FSIS)

### Research, Education and Economics

- Agricultural Research Service (ARS)
- Economic Research Service (ERS)
- National Agricultural Statistics Service (NASS)
- National Institute of Food and Agriculture (NIFA)
- National Agriculture Library (NAL)

## Administrative Offices

- Office of the Chief Information Officer (OCIO)
- Office of the Chief Economist (OCE)
- Office of Tribal Relations (OTR)
- Office of the Executive Secretariat (OES)
- National Appeals Division (NAD)

- Office of the Inspector General (OIG)
- Office of the General Counsel (OGC)
- Office of Communications (OC)
- Office of Environmental Markets (OEM)
- Office of the Assistant Secretary for Civil Rights (OASCR)

- Office of Budget and Program Analysis (OBPA)
- Departmental Management
- Office of Congressional Relations (OCR)
- Office of the Chief Financial Officer (OCFO)
- Office of Advocacy and Outreach (OAO)
- Faith-based and Neighborhood Partnership (FBNP)



# Careers by Educational Field

*Management*

*Agribusiness and Industry*

*Science and Technology*



# Management Careers



	FSA	FAS	RMA	FNS	FSIS	AMS	APHIS	GIPSA	FS	NRCS	ARS	ERS	NASS	NIFA	RBS	RHS	RUS	OHRM	OIG	NFC
Accounting/Auditing	*	*		*	*	*	*	*	*	*	*					*	*	*		*
Budget	*	*		*	*	*	*	*	*	*								*		*
Contracting/Procurement	*			*		*	*		*	*	*							*		*
Criminal Justice						*	*		*	*						*		*		
Equal Opportunity	*	*	*	*	*	*	*	*	*	*								*		*
Management/Program Analysis	*	*	*	*	*	*	*	*	*	*								*	*	*
Personnel Management	*			*	*	*	*		*	*	*							*	*	*
Public Affairs	*	*	*	*	*	*	*		*	*								*		
Computer Sciences	*			*	*	*	*	*	*	*	*	*	*			*		*	*	*



# Agribusiness and Industry Careers

	FSA	FAS	RMA	FNS	FSIS	AMS	APHIS	GIPSA	FS	NRCS	ARS	ERS	NASS	NIFA	RBS	RHS	RUS	OHRM	OIG	NFC
Agricultural Business	*		*			*	*	*		*										
Agricultural Commodities	*					*	*	*												
Crop Insurance Administration			*																	
Crop Insurance Underwriting			*																	
Economics	*	*	*			*	*	*		*		*			*					
Agricultural Extension	*													*						
Agricultural Management	*					*	*	*		*										
Agricultural Marketing	*	*				*	*	*							*					
Food Program Management				*																
International Trade Economics		*				*						*								
Loan Management/Finance															*	*	*		*	

# Science and Technology Careers



	FSA	FAS	RMA	FNS	FSIS	AMS	APHIS	GIPSA	FS	NRCS	ARS	ERS	NASS	NIFA	RBS	RHS	RUS	OHRM	OIG	NFC
Agronomy						*	*			*	*									
Animal Science						*	*	*		*	*			*						
Archaeology									*											
Biological Science					*	*	*		*	*	*			*						
Chemistry					*	*	*	*			*									
Engineering						*			*	*	*						*			
Food Inspection					*															
Food Technology				*	*	*					*			*						
Forestry									*	*										
Geology/Hydrology									*	*	*		*							
Landscape Architecture									*	*										
Mathematics/Statistics									*				*							
Nutrition				*																
Plant Pathology/Physiology						*	*		*		*			*						
Soil Sciences/Conservation									*	*	*			*						
Veterinary Medicine					*		*				*									
Wildlife Biology							*		*	*										

# Application Process



The application process consists of three steps:

1. Visit the **USDA OHRM webpage** to learn more about agencies and their student employment opportunities
2. Create a **profile account**
3. Fill out the application in the **USDA Student Portal**



## STEP ONE:

Visit the USDA-Department Management webpage to learn more about agencies and their student employment opportunities



### Popular Topics

- BioPreferred Program
- Cultural Transformation
- Employment Opportunities
- Diversity, Special Emphasis and Worklife



### 63rd Annual Honor Awards

Deputy Assistant Secretary for Administration Oscar Gonzales led the Pledge of Allegiance for the USDA 63rd Secretary's Annual Honor Awards ceremony held in Washington, D.C. on September 14, 2011

### DM Information

Departmental Management was created in October of 2009 to better serve the public and USDA employees. Each day we strive to improve Departmental Management, so we can better serve the people we're working for.

### Inside Departmental Management (DM)

- [DM Mission](#)
- [DM Biographies](#)
- [DM Organization](#)
- [USDA Hall of Heroes](#)

### Frequently Used websites

- [Emergency Procedures](#)
- [Information for Employees](#)
- [Information for Interns](#)
- [Visitor Information and Directions](#)

- Go to [www.dm.usda.gov](http://www.dm.usda.gov)
- Click on **"Information for Interns"**

#### Related Topics

- > Employee Information
- > Visitor Information & Directions

### Departmental Management Intern Information

#### USDA Student Employment Programs

Provides information about paid and unpaid internships, volunteer opportunities and Recent Graduate, and fellowship programs information to future USDA employees.

[USDA Student Employment Programs website](#)

#### USDA Academy

Provides current and future USDA and DM interns with career information. The site also provides the ability to develop a mentor relationship with other professionals and develop those core skills that could help advance their career.

[USDA Academy website](#)

#### Workforce Recruitment Program for College Students with Disabilities (WRP)

The Workforce Recruitment Program for College Students with Disabilities (WRP) is a recruitment and referral program that connects federal sector employers nationwide with highly motivated college students and recent graduates with disabilities who are eager to prove their abilities in the workplace through summer or permanent jobs.

[Workforce Recruitment Program website](#)

- Click on “**Student Employment Programs**” under Departmental Management Intern Information





## OFFICE OF HUMAN RESOURCES MANAGEMENT

United States Department of Agriculture

[About DM](#) | [Contact DM](#) | [DM Directory](#)



[OHRM Home](#) | [Diversity](#) | [Newsroom](#) | [USDA HR Offices](#) | [DM Home](#)

You are here: [DM Home](#) / [OHRM](#) / [Student Employment Programs](#) / Internships

### Related Topics

#### > Student Employment Programs

> Internships

> Scholarships

> Recent Graduates

> Fellowships

> Volunteers

> Veterans Employment Programs

> Disability Employment Programs

USDA Blog

USDA Academy

USDA CONNECT

### Internship Program

The Internship Programs provide paid and unpaid work experience to students who are in high school or pursuing an undergraduate or graduate degree in an accredited college or university (including Home-Schooling, Certificate Programs and Community Colleges). Internships can be seasonal (Summer, Fall, Spring) or year round.

#### General Requirements

- U.S. Citizen or U.S. Permanent Resident,
- At least 16 years of age,
- Enrolled or accepted for enrollment in school or vocational program, full or part time, and
- GPA of 2.0 or higher.

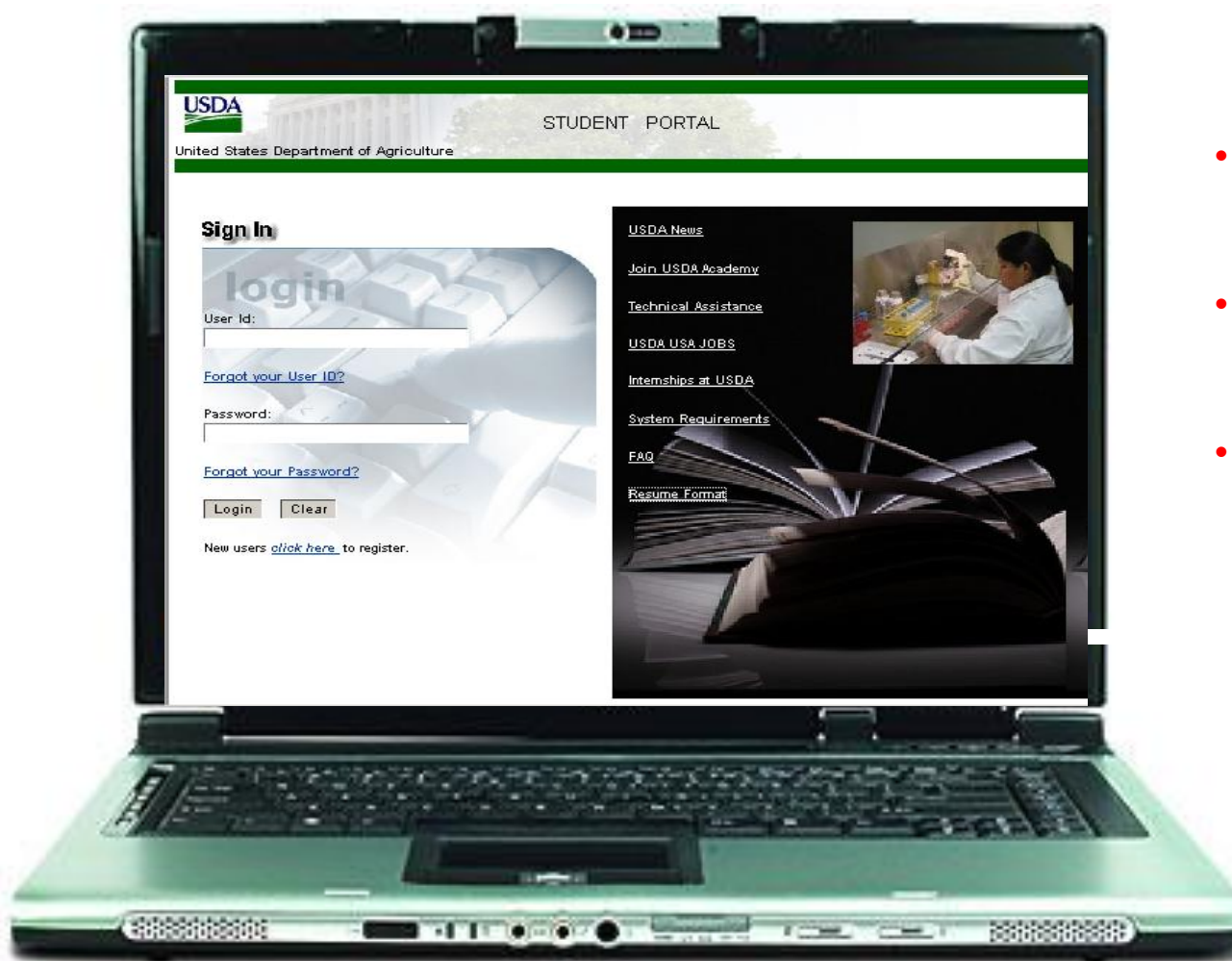
#### Internship Program Information

Name of Internship	Deadlines	Point of Contact (POC)
<a href="#">Student Intern Program (SIP)</a> <ul style="list-style-type: none"><li>• <a href="#">Apply Now</a></li><li>• <a href="#">Applicant Guide</a></li></ul>	Year-round	<a href="#">Wendy Carrasco</a> <a href="#">USDA Internships</a>
<a href="#">Junior Agricultural Ambassador Program (JAAP)</a>	May	For Florida & Puerto Rico: <a href="#">Vladimir Diaz</a>

- To apply for our Student Intern Program (SIP), click **“Apply Now”**.

- To review the steps to apply to the SIP program, click the **“Applicant Guide”**.

## STEP TWO: Create a profile account



- You will be prompted to the **“Sign In/Login.”**
- Click “click here” to create your account.
- All information provide through this site is **secured and protected.**



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United States Department of Agriculture

Important: We are in the process of implementing additional security. Please provide all the necessary information below.

\* Indicates a required field

First Name:\*

Last Name:\*

Home Postal/Zip Code:

Country Name:\*

Email:\*

Confirm Email:\*

User Id:\*

jwc2187

## Creating Your Profile Account

- Provide:
  - ✓ First Name
  - ✓ Last Name
  - ✓ Zip-code
  - ✓ Country Name
  - ✓ Email address
- Confirm your email address:
  - ✓ Provide a personal email address if you are not able to gain access to your school email account.
- User ID:
  - ✓ Your user name will be letters or numbers or characters used in your email account.



## Choosing a password

The password must be (1). At least 1 numeric (2). At least one small letter (3). At least one capital letter (4). Special character may or may not exist (5). length should be minimum 8 chars (6). any order of characters in password (7). Allowed special characters are @!\$=!:.#%

Password:\*

••••••••

Re-Type Password:\*

••••••••

In case you forgot your User ID or Password:

Secret Question 1:\*

What was your favourite place to visit as a child?

Your Answer:\*

Hawaii

Secret Question 2:\*

What was the name of your first stuffed animal?

Your Answer:\*

Elmo

Update

Clear

Direct question or concern regarding this web site to [CMAPPSERVICE@DL](#)

• When choosing a password read the following instructions.

✓ Sample password  
**7Ca#Bt2q**

• Confirm your password by re-typing it.

• Choose two secret questions and answers in case you forget your "User ID" or "Password," we can retread it for you.

• Click "**Update**" and proceed to confirm your information.

Thank you. You have successfully updated your profile. Save the below information for future reference. Please continue by logging in from [Home](#)

[Page](#)

First Name: Fabiola  
Last Name: Smith  
Home Postal/Zip Code: 20009  
Country Name: UNITED STATES  
Email: Fsmith@yahoo.com  
Confirm Email: Fsmith@yahoo.com  
User Id: Fsmith  
Password: \*\*\*\*\*  
Re-Type Password: \*\*\*\*\*

In case you forgot your User ID or Password:

Secret Question 1: What was your favourite place to visit as a child?  
Your Answer: Disneyland  
Secret Question 2: What was the name of your first stuffed animal?  
Your Answer: Elmo

Please verify that your information is correct before clicking the Submit button.

- After you have created your **profile account**, a verification confirmation message will appear as follows.
- To begin your application, click **“Home Page”** and provide your ID and Password.
- Please double check that your information is correct before clicking the **“submit”** option.

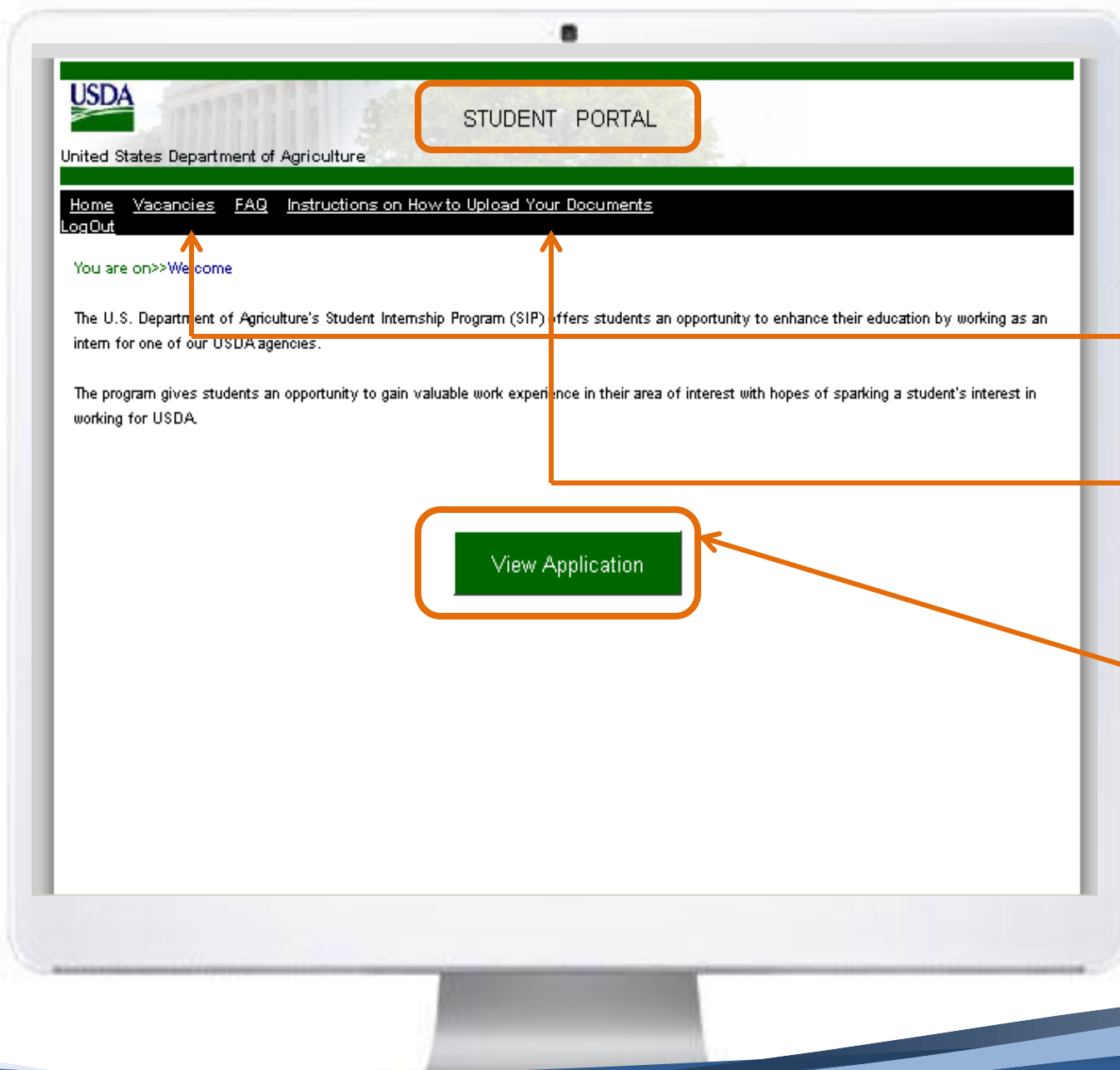
# STEP THREE: Begin your application through the USDA Student Portal

Type:  
User ID & Password



A screenshot of the USDA Student Portal login page. The page has a green header with the USDA logo and the text "STUDENT PORTAL" and "United States Department of Agriculture". Below the header is a "Sign In" section with a "login" button. There are two input fields: "User Id:" and "Password:". Below the "User Id:" field is a link "Forgot your User ID?". Below the "Password:" field is a link "Forgot your Password?". At the bottom of the "Sign In" section are two buttons: "Login" and "Clear". Below the buttons is a link "New users click here to register." To the right of the "Sign In" section is a sidebar with links: "USDA News", "Join USDA Academy", "Technical Assistance", "USDA USA JOBS", "Internships at USDA", "System Requirements", "FAQ", and "Resume Format". There is also a small image of a person in a lab coat working in a lab.





- Before you start your application read the following:

✓ Click **"Vacancies"** to view what opportunities are available.

✓ Click **"Instructions on 'How to upload your documents.'"**

✓ Click **"View Application"** to begin your application.



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[Home](#) [Vacancies](#) [FAQ](#) [Instructions on How to Upload Your Documents](#)

[LogOut](#)

### Vacancy Announcements

Please click on the 'Home' link above for applying for the below listed vacancies. Once you have submitted the application you will have the option to select the vacancies that you would like to apply for.

<a href="#">View</a>	Agency	Job	Type of Position
<a href="#">View</a>	RMA	RMA-REGIONAL-12-03-OK	Paid
<a href="#">View</a>	RMA	RMA-HQ-SUM-12-04-WDC	Paid
<a href="#">View</a>	RMA	RMA-REGIONAL-12-03-MT	Paid
<a href="#">View</a>	RMA	RMA-REGIONAL-12-03-CA	Paid
<a href="#">View</a>	RMA	RMA-REGIONAL-12-03-IL	Paid
<a href="#">View</a>	RMA	RMA-REGIONAL-12-03-WA	Paid
<a href="#">View</a>	RMA	RMA-REGIONAL-12-03-GA	Paid
<a href="#">View</a>	RMA	RMA-REGIONAL-12-03-WDC	Paid
<a href="#">View</a>	RMA	RMA-KC-SUM-12-03-WDC	Paid
<a href="#">View</a>	RMA	RMA-KC-SUM-12-02-MO	Paid
<a href="#">View</a>	RMA	RMA-REGIONAL-12-01-DC	Paid
<a href="#">View</a>	RMA	RMA-REGIONAL-12-01-WA	Paid
<a href="#">View</a>	RMA	RMA-REGIONAL-12-01-GA	Paid
<a href="#">View</a>	RMA	RMA-REGIONAL-12-01-OK	Paid
<a href="#">View</a>	RMA	RMA-REGIONAL-12-01-IL	Paid

## Internship Vacancy Announcements

- Read the announcements and remember the job announcement.
- You will be allowed to proceed and choose the vacancy announcement you wish to apply, after you completed your application.
- If there is no vacancy announcement or the vacancy announcement does not apply to you, submit your application to be considered for a **general internship opportunity**.

Application Process  
**Step Three**

## Choose Internship Session Section

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Choose one or more internship session(s) you are interested in.

Session	Start Date	End Date	Hours Available to Work	Paid, Unpaid or Volunteer
<input type="checkbox"/> Fall (Sep-Dec)				
<input type="checkbox"/> Spring (Jan-Apr)				
<input type="checkbox"/> Winter (Dec-Jan)				
<input checked="" type="checkbox"/> Summer (May-Aug)	06/01/2012	09/01/2012	40	Unpaid <input type="button" value="v"/> Credit <input type="button" value="v"/>

[Previous Page](#) [Save](#) [Next Page](#)

- Choose an Internship session.
- Choose the following:
  - ✓ Start date - when do you want to begin your internship,
  - ✓ End date – when do you want end it
  - ✓ Hours – how many hours you are available to work
  - ✓ Type of internship you are looking for
- After that, click **“save”** and move to the **“next page.”** We strongly encourage you to always save your answer before moving to the next section.





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### Contact Information

First Name\*: Joe  
Middle Name: D  
Last Name\*: Doe  
Email\*: jdoe@yahoo.com  
Confirm Email\*: jdoe@yahoo.com  
Secondary Email: jdoe@gmail.com  
Current Address or Permanent Address  
Address 1:  
Address 2:  
City:  
State:  
outside U.S.:  
Zip Code: +4

## Contact Information Section

- Provide your contact information. Any information with a red asterisk (\*) is required.
- You will not be able to move to the next page until this information is provided.



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### Eligibility

- ☐ I am a United States Citizen
- ☒ I am a Naturalized United States Citizen
- ☐ I am a permanent U.S. Resident or a Green Card Holder
- ☐ Other

[Previous Page](#)

[Save](#)

[Next Page](#)

## Eligibility Section

- If you are not sure what is your eligibility, please click FAQ.
- After that, click “**save**” and move to the “**next page.**”

*Application Process*  
**Step Three**



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### Background Data

How did you hear about USDA

Please take a moment to tell us how you first learned about USDA (check all that apply)

#### Recruitment/Outreach

- ☒ LULAC Convention
- ☐ Congressional Hispanic Caucus Policy Forum
- ☐ Congressional Black Caucus Policy Forum
- ☒ Advisor
- ☐ Department Office
- ☐ Online University Posting
- ☒ HACU National Conference
- ☐ School Career Fair
- ☐ Blacks in Government Conference (BIG)
- ☐ Federal Employ Women Conference (FEW)
- ☐ Gay Lesbian Bi-sexual and

#### Social Networks

- ☐ Google
- ☐ Yahoo
- ☒ Twitter
- ☐ Hotmail/MSM
- ☐ USDA Academy Friend/s
- ☐ Grant Award
- ☒ LinkedIn
- ☐ Searched the web
- ☐ Other

#### USDA Affinity Group

- ☐ Student of a Tribal College and Universities (1994 Tribal Land-Grant)
- ☒ HACU Internship Program
- ☐ Black Colleges and Universities
- ☐ Hispanic Serving Institution
- ☐ USDA/1894 National Scholar Program
- ☐ USDA/1994 Tribal Scholar
- ☐ WINs
- ☐ CAPAL
- ☒ USDA/Public Services Leaders Scholar
- ☐ Thurgood Marshall College Fund
- ☐ Washington Internship for Native Students(WINs)
- ☐ Conference on Asian Pacific American Leadership (CAPAL)

## Background Information Section

- As part of the “**Background Information**,” please tell us how did you find out about USDA internship opportunities by selecting from the following options:

- ✓ Recruitment/Outreach
- ✓ Social Networks
- ✓ USDA Affinity Group.

Application Process  
**Step Three**

## Background Information Section Continue

- We also want to know if you hold a security clearance.
- After that, click **“save”** and move to the **“next page.”**

<input type="checkbox"/> Gay Lesbian Bi-sexual and Transgender(GLBT)			<input type="checkbox"/> Other
<input type="checkbox"/> Other Career Fair			
If Other please explain:			
<div></div>			
<input type="checkbox"/> Professor	Name of the Professor:		
<input type="checkbox"/> University	Name of the University:		
<input type="checkbox"/> Conference	Name of the Conference:		

Do you hold a valid Security Clearance? (Select one)

☐ Confidential

☐ Secret

☐ Top Secret

☐ Above Top Secret - Sensitive Compartmentalized Information (SIC)

☐ Do not Know

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### Applicant Data (Optional)

This section is optional for all candidates. If you decide not to complete this section, it will not impact the assessment of your application.

Gender :

☐ Male ☒ Female

If you selected Male, please indicate if you have registered for Selective Services.

☐ Yes ☐ No

Race/Ethnicity :

- ☐ American Indian or Alaska Native  
☐ Asian (including Middle East and India)  
☐ Black or African American  
☒ Hispanic or Latino  
☐ Native Hawaiian or Other Pacific Islander  
☐ Two or More Races  
☐ White or Caucasian

What type of living environment do you predominantly reside in?

☐ Rural

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## Applicant Data Section (Supporting Documentation)

- Select the following:
  - ✓ Gender
  - ✓ Race/Ethnicity
  - ✓ Living environment
  - ✓ Veterans Status
  - ✓ Disability Status
- After that, click **“save”** and move to the **“next page.”**

Application Process  
**Step Three**

## Applicant Data Section (Supporting Documentation)

### Veteran Status (OPM Vet Status Criteria) :

The U.S. Department of Labor requires USDA to report each year on the number of employees who are veterans. The information you provide will be kept strictly confidential. In addition, this information will be used in accordance with the regulations:

- ☐ 5-Point Preference (TP)
- ☐ 10-Point Compensable Disability Preference (CP)
- ☐ 10-Point 30 Percent Compensable Disability Preference (CPS)
- ☐ 10-Point Disability Preference (XP)
- ☐ 10-Point Derived Preference (XP)

VETERANS PREFERENCE: If you are applying for Veterans Preference, please submit proof of eligibility by providing one of the following with your application:

- DD214-Certificate of Release or Discharge from Active Duty, Member 4 copy.
- SF-15 –Application for 10-Point Veterans Preference and the required forms.
- Veterans Administration Disability letter dated 1991 or later from the Department of Veterans Affairs or from a branch of the Armed Forces.

Upload Veteran Preference Documents:

4/5/2012 5:20:10 PM

No documents uploaded

USDA IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.

- Select your “**Veterans Preference.**”
- Read which documents we accept as proof of eligibility.
- To upload documents, click “**Instructions on How to Upload Your Documents**” located in the heading.
- After that, click “**save**” and move to the “**next page.**”

*Application Process*  
**Step Three**

## Applicant Data Section (Supporting Documentation)

### Disability Status :

Please Check if applicable:

- ☐ Individual with a Disability  
☒ Not Applicable

**STUDENT WITH DISABILITIES:** If you are applying for student with disability, please submit proof of eligibility by providing the following with your application:

- Letter from a Vocational Rehabilitation Facility
- Doctor's Letter stating the Disability
- Indicate in your application if you need reasonable accommodations

Upload Disability Documents: [Select File\(s\) to upload](#) 

4/5/2012 4:28:18 PM

No documents uploaded

### Reasonable Accommodation :

Explain what type of accommodation you might need: (not more that 500 words)



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- Select your **“Disability Status.”**
- Read which documents we accept as proof of eligibility.
- Upload documents.
- If you need accommodations, explain what type.
- After that, click **“save”** and move to the **“next page.”**



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### Interest Area Page

Use (Ctrl + mouse / Shift + mouse) in order to select more than one Interest Area.

Accounting/Auditing  
Agricultural Business  
Agricultural Commodities  
Agricultural Extension  
Agricultural Management  
Agricultural Marketing  
Agricultural Resources  
Agronomy  
Animal Health & Well-being  
Animal Sciences  
Archeology  
Biological Sciences  
Biotechnology  
Budget/Finance  
Business  
Chemistry  
Communications  
Computer Sciences  
Contracting/Procurement  
Criminal Justice  
Crop Insurance Administration  
Crop Insurance Underwriting  
Economics  
Education  
Education & Extension  
EEO Specialist  
Emergency Affairs/Emergency Preparedness Response  
Engineering  
Environmental Management  
Environmental Policy  
Environmental Quality Research

#### Preferred Internship Location(s) :

- ☐ Headquarters (Washington, DC and Beltsville, MD)  
☐ Field Offices

[Previous Page](#)

[Save](#)

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## Interest Area Section

- Select your area of interest.
- Scroll down to continue viewing areas of interest.
- Choose your location
  - ✓ State Agency Field Office or
  - ✓ Headquarters (DC, MD or VA).
- After that, click “**save**” and move to the “**next page.**”

*Application Process*  
**Step Three**





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### Education

#### Academic Status

Total credit hours :  (total credit earned before the start of the session to which you are applying)

☒ Semester Hours ☐ Quarter Hours

\*Academic level :  (level prior to the session to which you are applying)

Cumulative GPA  on the scale of

Are you a full time student : ☒ Yes ☐ No

#### Degree :

Degree Anticipated : ☐ Associate's ☐ Bachelor's ☐ Joint Bachelor's / Master's ☒ Ph.D ☐ Law ☐ GED or High School Diploma

Anticipated Graduate Date :  (mm/dd/yyyy)

\*Academic Major :

<input checked="" type="checkbox"/> Management	<input type="checkbox"/> Agribusiness and Industry	<input type="checkbox"/> Science and Technology
<input type="checkbox"/> Accounting/Auditing	<input type="checkbox"/> Agricultural Business	<input type="checkbox"/> Agronomy

## Education - Academic Status Information Section

- Provide the following information:
  - ✓ Academic Status
  - ✓ Academic Level
  - ✓ Cumulative GPA
  - ✓ Full-time or Part-time status
  - ✓ Degree anticipated
  - ✓ Anticipated graduation
  - ✓ Academic major

Application Process  
**Step Three**

\*Academic Major :

Management	Agribusiness and Industry	Science and Technology
<input type="checkbox"/> Accounting/Auditing	<input type="checkbox"/> Agricultural Business	<input type="checkbox"/> Agronomy
<input type="checkbox"/> Budget/Finance	<input type="checkbox"/> Agricultural Commodities	<input type="checkbox"/> Animal Health & Well-being
<input type="checkbox"/> Business	<input type="checkbox"/> Agricultural Extension	<input type="checkbox"/> Animal Sciences
<input type="checkbox"/> Computer Sciences	<input checked="" type="checkbox"/> Agricultural Management	<input type="checkbox"/> Archeology
<input type="checkbox"/> Contracting/Procurement	<input type="checkbox"/> Agricultural Marketing	<input type="checkbox"/> Biological Sciences
<input type="checkbox"/> Criminal Justice	<input type="checkbox"/> Agricultural Resources	<input type="checkbox"/> Biotechnology
<input type="checkbox"/> Equal Opportunity	<input type="checkbox"/> Crop Insurance Administration	<input type="checkbox"/> Chemistry
<input type="checkbox"/> Human Resources	<input type="checkbox"/> Crop Insurance Underwriting	<input type="checkbox"/> Communications
<input type="checkbox"/> Information Technology	<input type="checkbox"/> Economics	<input type="checkbox"/> Education
<input type="checkbox"/> International Affairs	<input type="checkbox"/> Food Program Management	<input type="checkbox"/> Education & Extension
<input type="checkbox"/> Investigators	<input type="checkbox"/> Horticulture	<input type="checkbox"/> EEO Specialist
<input type="checkbox"/> Management/Program Analysis	<input type="checkbox"/> International Trade Economics	<input type="checkbox"/> Emergency Affairs/Emergency Preparedness Response
<input type="checkbox"/> Personnel Management	<input type="checkbox"/> Loan Management/Finance	<input type="checkbox"/> Engineering
<input type="checkbox"/> Program Analyst/Management Program Analyst	<input type="checkbox"/> Peoples Garden	<input checked="" type="checkbox"/> Environmental Management
<input type="checkbox"/> Public Affairs	<input type="checkbox"/> Risk Management	<input type="checkbox"/> Environmental Policy
		<input type="checkbox"/> Environmental Quality Research
		<input checked="" type="checkbox"/> Environmental Research
		<input type="checkbox"/> Food Inspection
		<input type="checkbox"/> Food Safety
		<input type="checkbox"/> Food Technology
		<input type="checkbox"/> Foreign Agriculture
		<input type="checkbox"/> Forestry
		<input checked="" type="checkbox"/> Geology/Hydrology
		<input type="checkbox"/> Human Nutrition

## Continue - Academic Status Information Section

- Select your “**Academic Major.**”

## Continue - Academic Status Information Section

- If you don't find your **"major/field"** type it here.
- Upload your Resume by clicking **"Select Files."**
- After that, click **"save"** and move to the **"next page."**

☐ Landscape Architecture  
☐ Mathematics/Statistics  
☐ Nutrition  
☐ Plant Pathology/Physiology  
☐ Plant Protection & Quarantine  
☐ Political Science  
☐ Soil Sciences/Conservation  
☐ Veterinary Medicine  
☐ Veterinary Services  
☐ Wildlife Biology

If you didn't find your major/field, Please explain :

Upload Resume: **Select File(s) to upload**

4/5/2012 5:40:41 PM

Document	Delete
<a href="#">Joe Doe Resume57268.pdf</a>	

[Previous Page](#) **Save** [Next Page](#)

This Site is best viewed on IE 6.0 or higher

Create a question or concern regarding this web site to [DM&PPSERVICES@DL](#)

## Education - School Information Section

USDA

STUDENT PORTAL

United States Department of Agriculture

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**Education - School Information**

Schools :

List the school(s) in which you are currently registered. Transcripts and/or Letter of Acceptance must be submitted for each institution listed below.

School Information

Name\* :

Address :

City :

State :

Zip Code :

Country :

Attendance at the school :

From (Month / Year):

To (Month / Year):

Upload Transcript/Letter of Acceptance:

"REMOVE ALL INFORMATION SUCH AS SOCIAL SECURITY NUMBER AND BIRTHDATES"

(You can upload multiple files)

Select File(s) to upload

Note: Please Click "Add School & Continue.." button below to save all the above information. You can add list of schools in the similar way. (Once Submitted you will be able to view it in a table).

Add School & Continue

- In this section, list the school(s) in which you are currently registered and upload your transcript and/or letter of acceptance.
- To upload more than one school, scroll down and click: *(follow the instructions)*



## Education - School Information Section

Note: Please Click "Add School & Continue.." button below to save all the above information. You can add list of schools in the similar way. (Once Submitted you will be able to view/edit this information in a table).

Add School & Continue..

School Name	Address	City	State	Zip	Country	Attendance	Transcripts	Delete
						April 2011 To April 2011		X
InterAmerican Florida University			Florida			January 2004 To May 2008	<a href="#">Joe Doe Transcript44469.pdf</a> <a href="#">Joe Doe Transcript91301.pdf</a>	X
						February 2012 To February 2012		X

Please list work experience dates(MO/DAY/YR to MO/DAY/YR) and number of hours worked per week. Work experience will not be credited without this information.

Start Date:

End Date:

Number of Hours:

Click on "Submit" button to continue with the application.

[Previous Page](#)

Submit

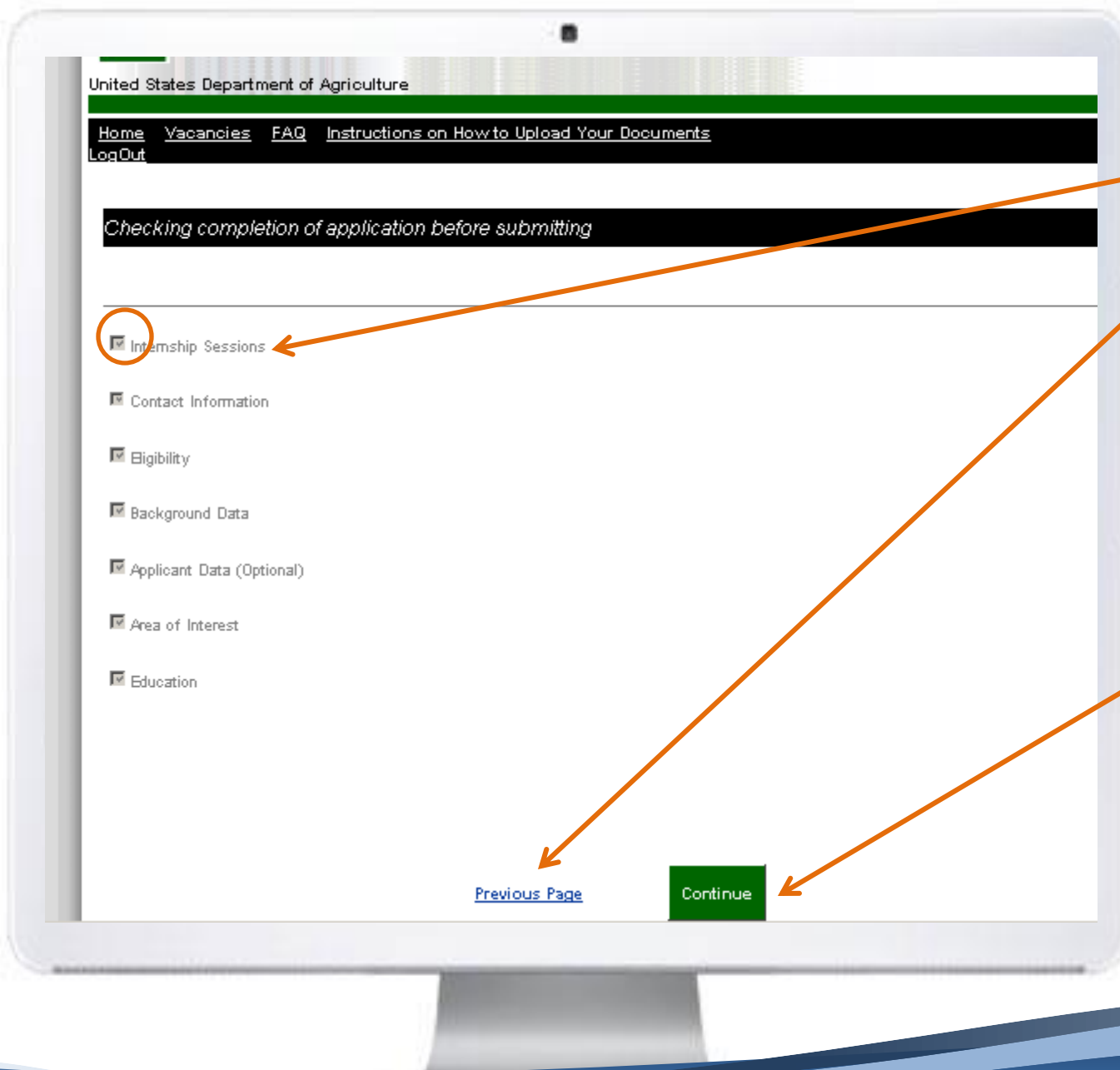
[Next Page](#)

This Site is best viewed on IE 6.0 or higher

Create a question or concern regarding this web site to [DMAPPSERVICES@DL](#)



- Click here to add more than one school and upload transcripts.
- The document will be uploaded into the application as it appears here.
- As part of your application, please list work experience dates (Month, Day, Year) and number of hours worked per week. If this information is not submitted, your work experience will not be credited.
- Click submit.



- How do I know each section is completed?  
**When you see a check mark on each box!**
- If the check mark is not on the box, click "**Previous Page**" to go back to each section of your application and review it.
- All the boxes should be checked before processing for submission.
- Submit your application by clicking continue.



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[Log Out](#)

You are on >> [Welcome](#) >> [Internship](#) >> [Contact](#) >> [Eligibility](#) >> [Background](#) >> [Applicant Data](#) >> [Area of Interest](#) >> [Education](#) >> [View Details](#)

Print Application

### Internship Information

Session	Start Date	End Date	Hours Available to Work	Paid, Unpaid or Volunteer
Summer (May-Aug)	06/01/2012	09/01/2012	40	Unpaid / Credit

### Contact Information

First Name:	Joe
Middle Name:	D
Last Name:	Doe
Email:	wc2187@yahoo.com
Confirm Email:	wc2187@yahoo.com
Secondary Email:	jdoe@gmail.com
Current Address or Permanent Address	
Address 1:	
Address 2:	

- After submitting your application, you will be prompted to review one more time your completed application.
- Print a copy of your application for your records. The copy will be in PDF. Just save it in your documents.
- Click proceed to submit your application

Proceed to Submit

Application Process  
Step Three

## Certification and Submission Section

- Please certify and submit your application.
- If you make any changes to any section of your application, you must return to this page and recertify those changes for them to be considered.



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#### Certification & Submission

If you make any changes to any section of your application, you must return to this page and recertify those changes for them to be considered for your Internship application.

☐ I certify that all information contained in this USDA application is accurate to the best of my knowledge.

Save & Submit

*Application Process*  
**Step Three**





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United States Department of Agriculture

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[LogOut](#)

### Vacancy Announcements

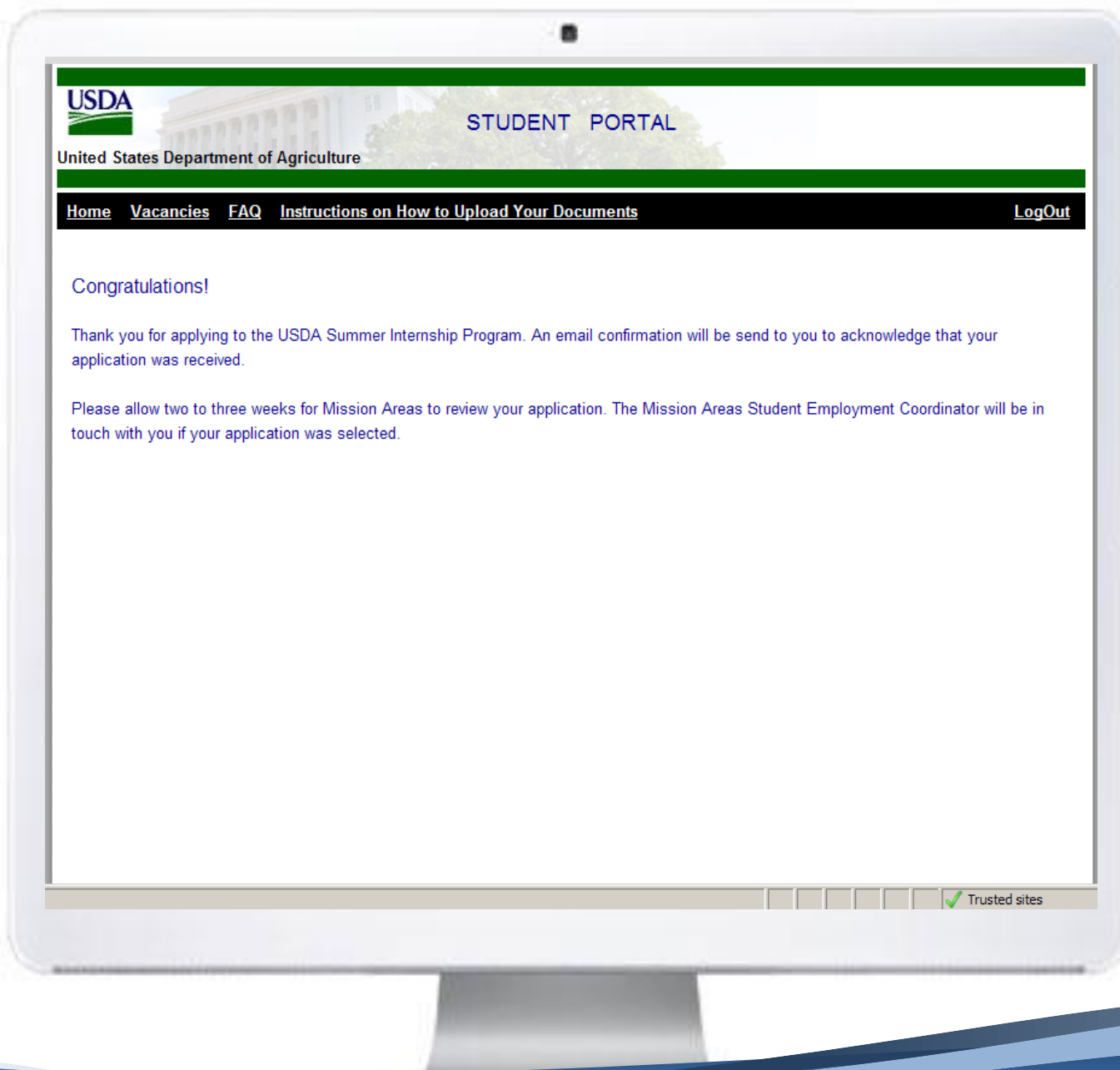
Please select the check box for the vacancy that you would like to apply for.

Select	View	Agency	Job	Type of Position
<input type="checkbox"/>	<a href="#">View</a>	RMA	RMA-REGIONAL-12-03-OK	Paid
<input type="checkbox"/>	<a href="#">View</a>	RMA	RMA-HQ-SUM-12-04-WDC	Paid
<input type="checkbox"/>	<a href="#">View</a>	RMA	RMA-REGIONAL-12-03-MT	Paid
<input type="checkbox"/>	<a href="#">View</a>	RMA	RMA-REGIONAL-12-03-CA	Paid
<input type="checkbox"/>	<a href="#">View</a>	RMA	RMA-REGIONAL-12-03-IL	Paid
<input type="checkbox"/>	<a href="#">View</a>	RMA	RMA-REGIONAL-12-03-WA	Paid
<input type="checkbox"/>	<a href="#">View</a>	RMA	RMA-REGIONAL-12-03-GA	Paid
<input type="checkbox"/>	<a href="#">View</a>	RMA	RMA-REGIONAL-12-03-WDC	Paid
<input type="checkbox"/>	<a href="#">View</a>	RMA	RMA-KC-SUM-12-03-WDC	Paid
<input type="checkbox"/>	<a href="#">View</a>	RMA	RMA-KC-SUM-12-02-MO	Paid
<input type="checkbox"/>	<a href="#">View</a>	RMA	RMA-REGIONAL-12-01-DC	Paid
<input type="checkbox"/>	<a href="#">View</a>	RMA	RMA-REGIONAL-12-01-WA	Paid
<input type="checkbox"/>	<a href="#">View</a>	RMA	RMA-REGIONAL-12-01-GA	Paid
<input type="checkbox"/>	<a href="#">View</a>	RMA	RMA-REGIONAL-12-01-OK	Paid
<input type="checkbox"/>	<a href="#">View</a>	RMA	RMA-REGIONAL-12-01-IL	Paid
<input type="checkbox"/>	<a href="#">View</a>	RMA	RMA-REGIONAL-12-01-CA	Paid
<input type="checkbox"/>	<a href="#">View</a>	RMA	RMA-REGIONAL-12-01-MT	Paid
<input type="checkbox"/>	<a href="#">View</a>	RMA	RMA-COMPI IANCEF-12-01-IN	Paid

## Agencies Internship Vacancy Announcements

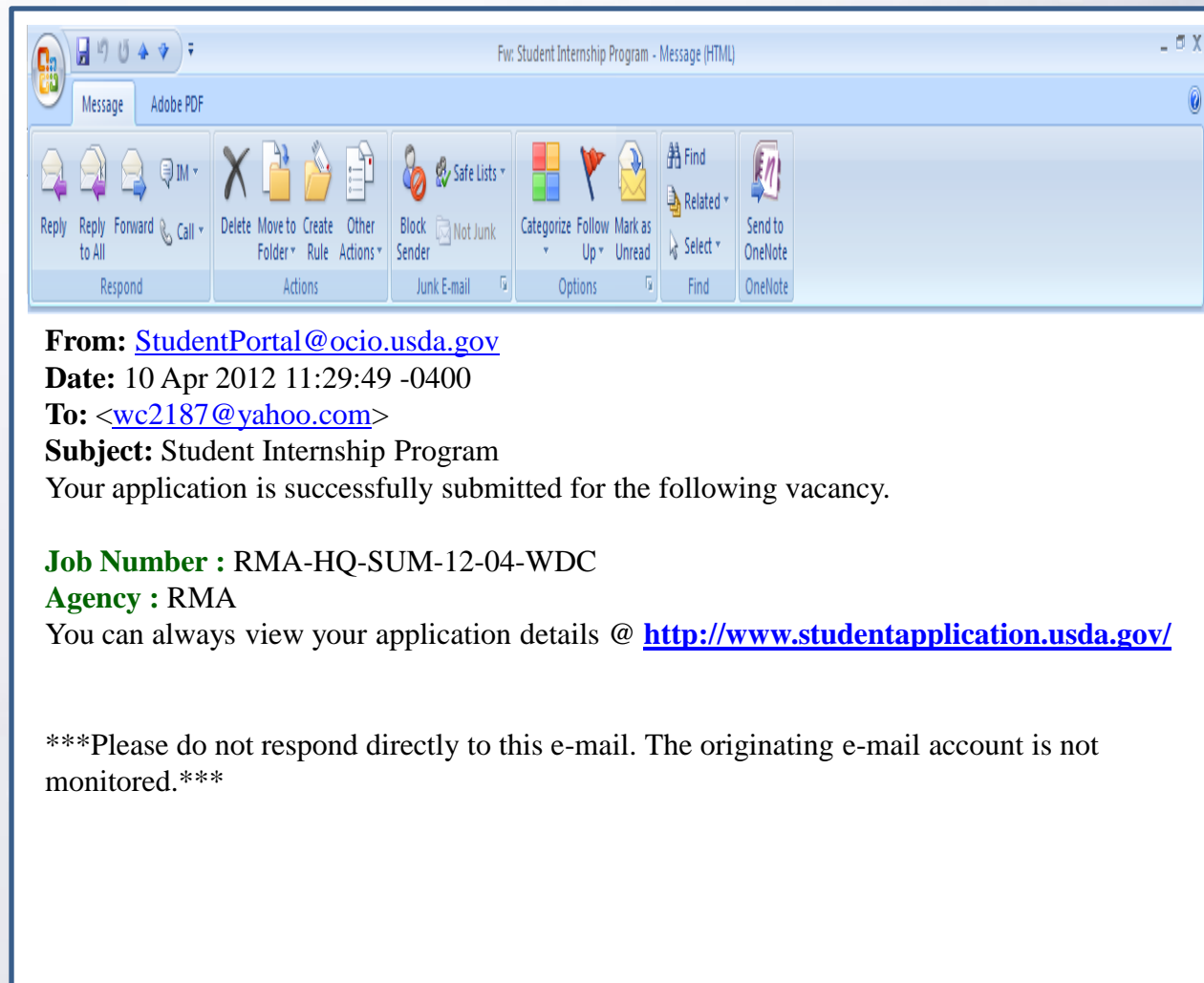
- After submitting your application, you will be allowed to proceed and choose the vacancy announcement you wish to apply.
- If you don't qualify for any of the vacancy announcement based of skills needed, your application will qualify you for a **general internship opportunity**. Remember that our Agencies and Administrative Offices are always looking to hire students throughout the year.

Application Process  
**Step Three**



## Confirmation Message Section

- This message served as your confirmation to acknowledge that your application was successfully submitted.



## Confirmation Message Section

- This message served as a second confirmation to acknowledge that your application was successfully submitted.

# Student Employment Program Contact Information

*Applicant*



*Program Manager*

# Department Student Employment Program Manager

## General Questions:

**Wenndy Carrasco**, M.P.A.

Student Employment Program Manager

Office of Human Resources Management

[Wenndy.Carrasco@dm.usda.gov](mailto:Wenndy.Carrasco@dm.usda.gov) or [USDA.internships@dm.usda.gov](mailto:USDA.internships@dm.usda.gov)

202-260-8335

For **technical questions**, send inquiries via email at [DMAPPSERVICES\\_DL@ocio.usda.gov](mailto:DMAPPSERVICES_DL@ocio.usda.gov)



# Mission Areas Student Employment Program Managers

Agency	Contact	Email	Phone
<b>Farm and Foreign Agricultural Services (FFAS)</b>			
Farm Services Agency	Keisha Valentine-Jones	<a href="mailto:keisha.jones@wdc.usda.gov">keisha.jones@wdc.usda.gov</a>	202-401-0228
Risk Management Agency			
Foreign Agriculture Service	Nikia Sizer	<a href="mailto:nikia.sizer@wdc.usda.gov">nikia.sizer@wdc.usda.gov</a>	202-401-0176
<b>Food, Nutrition and Consumer Services</b>			
Food and Nutrition Service	Joanie Dilone	<a href="mailto:FNSOpportunities@fns.usda.gov">FNSOpportunities@fns.usda.gov</a>	703-305-2463
Center for Nutrition Policy and Promotion	Serves FNS and CNPP		
<b>Food Safety</b>	Laura Sepulveda	<a href="mailto:fsisstudentjobs@fsis.usda.gov">fsisstudentjobs@fsis.usda.gov</a>	202-720-9401
Food Safety and Inspection Service			
<b>Natural Resources and Environment (NRE)</b>			
Forest Service	Laura Medina	<a href="mailto:lauramedina@fs.fed.us">lauramedina@fs.fed.us</a>	505-563-9262
Natural Resources Conservation Service	Tanya Robles	<a href="mailto:tanya.robles@wdc.usda.gov">tanya.robles@wdc.usda.gov</a>	202-720-0768
Office of Environmental Markets			
<b>Marketing and Regulatory Programs (MRP)</b>	Heidi Bock	<a href="mailto:heidi.bock@aphis.usda.gov">heidi.bock@aphis.usda.gov</a>	612-336-3343
Agricultural Marketing Service;			
Animal and Plant Health Inspection Service;			
Grain Inspection, Packers, and Stockyards Administration			
<b>Office of the Inspector General</b>	Candace Samuels	<a href="mailto:candace.samuels@oig.usda.gov">candace.samuels@oig.usda.gov</a>	202-720-7538
<b>Research, Education and Economics (REE)</b>			
Agricultural Research Service	Mary Weber	<a href="mailto:mary.weber@ars.usda.gov">mary.weber@ars.usda.gov</a>	301-504-1397
National Agricultural Statistics Service	Mary DeNardo	<a href="mailto:mary_denardo@nass.usda.gov">mary_denardo@nass.usda.gov</a>	202-720-4971
National Institute of Food and Agriculture	Eboni Wiggins	<a href="mailto:eboni.wiggins@ars.usda.gov">eboni.wiggins@ars.usda.gov</a>	301-504-1757
Economic Research Service	Loretta Miller	<a href="mailto:lmiller@ers.usda.gov">lmiller@ers.usda.gov</a>	202-694-5379
<b>Rural Development (RD)</b>	Leslie McBroom	<a href="mailto:leslie.mcbroom@wdc.usda.gov">leslie.mcbroom@wdc.usda.gov</a>	202-692-0199

# Most Frequently Asked Questions

## WHAT DOES A COMPLETE APPLICATION INCLUDE?

- Online Application Form
- Resume (upload)
- Transcript (unofficial is acceptable) (upload)

All items are to be electronically submitted as part of the application. *Please upload the documents in Word or PDF format and follow the instructions when uploading the documents.*

## WHEN IS THE APPLICATION DUE?

Applications are accepted beginning the last week of January through the last week of April of each year and notification of placements are made between mid - April and mid - May of each year. Orientation day starts in mid-June for headquarter interns and orientation for field interns starts on their first day of work.

## WHEN ARE PLACEMENTS MADE?

Agency student employment coordinators search the repository application database and can select your application. The student employment coordinator then verifies whether an available position exists within the agency, and at the requested field office, for a student with your characteristics and qualifications (college major, work experience background, skill-set). The student employment coordinator will forward the application to a hiring manager based on your characteristics.

The hiring manager interviews and selects the student. Once the hiring manager selects the student and makes the offer, the Agency student employment coordinator makes the arrangements for placement at the agency, providing selectee with informational materials for placement and orientation schedule .

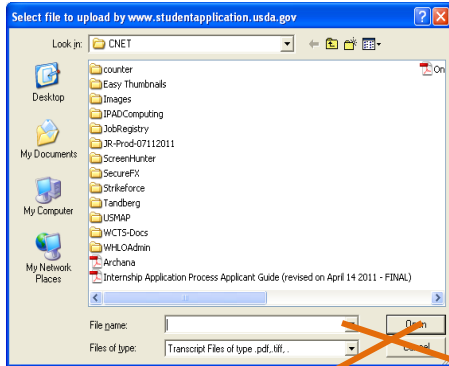
## CONTACT INFORMATION IN CASE YOU HAVE ISSUES WITH UPLOADING DOCUMENTS

For technical questions ONLY regarding the “Student Portal” site, please direct your questions or concerns to the following email address: [Dmappservices\\_DL@ocio.usda.gov](mailto:Dmappservices_DL@ocio.usda.gov).

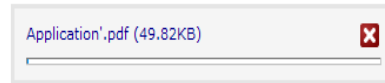
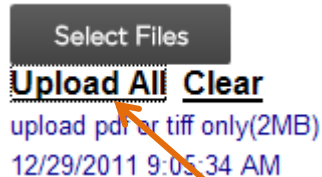
## INSTRUCTIONS FOR UPLOADING DOCUMENTS

1. Click on the button first **Select Files** By clicking on the selected file button a window similar to the one shown below will open.

2. Select the PDF document you want to upload.



3. All the selected files will appear in the **File name:** text then Click on the **Open button**. You will see a progress bar for each file that you have selected as shown below.



4. Click on the **Upload All** link to upload the documents to the web site. Once the Files are uploaded the following confirmation message will appear which included the number of files successfully uploaded.



5. Once the document is uploaded the uploaded document will be displayed in a table at the bottom of the page where you will be able to view them.

Document	Delete
<a href="#">Application36412.pdf</a>	X

6. Same instructions need to be followed for uploading (Resumes, Transcripts and DD-214, and Schedule B certifications).

7. To upload Transcripts, just you must click the "Add School and Continue."

**Add School & Continue**

Please Click "**Save & Continue..**" button to save all the school information that you have provided and continue with uploading transcripts(s) and/or other related Document(s).

Application Process  
**Step Three**